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Approved For Release 2001/08/31 : CIA-RDP78-04718A000300010089-200557-1356

Document No. 111
No Change in Class. ☐
Classification SECRET
Date of Review 5 JAN 1979
By 023

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- : Chief of Station, [REDACTED]
- : Chief, [REDACTED] Division
- : Chief, [REDACTED]

- Report
- Reduction of Administrative Burden

- 1. Book Dispatch No. [REDACTED] dated 12 February 1957
- 2. [REDACTED] dated 1 March 1957

1. Your prompt and thoughtful reply to reference 1. is appreciated. I believe that this and other replies, concerning on specific administrative requirements and procedures which were over elaborate, will enable us to effect some mutually worthwhile changes.

2. With regard to your first suggestion, that a standard number of copies of Book Dispatches and Field Memoranda be sent to stations, you will be interested to know that similar suggestions were received from a number of other stations. The broader question of multiple copy distribution to the field of all posted material has been referred to appropriate offices and you will be advised.

3. Your second suggestion regarding the seemingly inordinate number of copies of replications and shipping documents received, subsequent to submission of the requisition and prior to receipt of the supplies, will be examined to determine whether these procedures can be simplified for all stations and zones.

11 APR 1957

Distribution:

- Original and 1 - [REDACTED]
- 2 - A/SSA-DD/S
- 2 - [REDACTED] Division
- 1 - RI

A/SSA-DD/S: [REDACTED]: sm

Signed
L.R. WHITE, DD/S

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